

Memorandum

To: UTA Board of Directors  
From: John Jennings, Treasurer  
Subject: Univest Bank Report for September 2019  
Date: September 14, 2019

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Checks written since 8/19/2019

| Check #            | Date      | Amount | Paid To               | Reason                                   |
|--------------------|-----------|--------|-----------------------|--|
| Debit Card<br>6724 | 9/03/2019 | 6.00   | GOOGLE * SVCSAPPS     | GSuite – Monthly<br>Subscription         |
|                    | 9/03/2019 | 26.75  | First Data            | Credit Card Fees                         |
| Debit Card<br>1736 | 8/26/2019 | 42.95  | USPS PO Huntsville MO | Shipped 2 Artisans<br>(WV @ New Zealand) |

The check book balance as of 9/14/2019 is \$9,679.97

**Note: Check numbers in RED have not been cashed.**

When and if financial obligations are made, please contact me so I may confirm availability of funds.

Please submit requests for reimbursement accompanied by applicable invoices/receipts as soon as possible after the expenditure

Ensure vendors forward invoices to support payments preferably before the sums are paid to: UTA C/O John Jennings, 9119 W. Stebbinsville Rd., Edgerton, WI 53534. Each transaction must be supported by an invoice or receipt on file.

UTA checks not processed after 120 days may be stopped.